

**Sub : Notice inviting tender for engagement of Chartered Accountant/Cost Accountant as consultant for e-filing of TDS return & Service Tax on retainership basis for Nalco Delhi Office**

Dear Sir,

National Aluminium Company Limited (a Government of India enterprise) wish to engage a Chartered Accountant/Cost Accountant as out Tax consultant having office in Delhi for the following TDS & Service Tax activities, for which bids are invited on limited tender basis:

**A. SCOPE OF ACTIVITIES**

1. a) Guide and assist in proper calculations and timely payment of TDS & Service tax liabilities on a monthly basis.  
b) Preparation & submission of quarterly/annually e-TDS returns for salaries and others (contractors, landlords, professionals & technical etc.) with the assessing authorities on the basis of details provided by Nalco, Delhi office to the concerned department in stipulated time to avoid any levy of penalty.  
c) Preparation & filing Service Tax returns (half yearly) to the concerned department in stipulated time to avoid any levy of penalty.
2. a) Providing notification/instructions issued by the concerned department i.e. for TDS & Service Tax purposes  
b) Liasoning with Income Tax & Service Tax matters with concerned authorities on behalf of Nalco.  
c) Compliance of all notices/letters from Income Tax/ Service Tax or any other tax authorities received during the year.
3. To execute any other TDS/Service Tax related assignment as requested by Nalco.

**B. PERIOD OF THE CONTRACT**

The period of retainership shall be one year from the date of appointment.



### C. TERMS OF PAYMENT

The fees will be paid on completion of each quarter on submission of quarterly returns.

### D. DOCUMENTS TO BE FURNISHED

1. Your profile indicating the experience in the above mentioned activities along with the copy of certificate of practice.
2. Copy of Service Tax Registration Certificate, if applicable.
3. Copy of Pan Card.
4. Copy of our offer letter duly signed in confirmation of acceptance of terms and conditions.

The shortlisted bidders are required to submit their tenders in two parts i.e. "PART-I (TECHNO- COMMERCIAL BID containing the above mentioned documents)" and "PART-II (PRICE BID indicating Consolidated annual fees excluding service tax)" in two separate sealed envelopes and these two envelopes should further be put in a bigger sealed envelope super subscribed as "Engagement of Tax Consultants for TDS & Service Tax". All the pages should be duly signed and stamped as proof of acceptance of terms and conditions mentioned in the documents.

You are requested to submit your offer to our office latest by 13<sup>th</sup> July, 2016.

Thanking You,

Yours Faithfully,



30/6/16

Rajni Sharma

AM(Finance)